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MEMORANDUM FOR THE RECORD

SUBJECT: Visit with the Office of Special Activities, DDS&T, RMO,

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DATE OF VISIT: 7 October 1968

PROGRAM BRIEF: The Office of Special Activities has moved to the

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The OCS Registry is housed in a rather spacious, well-lighted, and pleasant vault area on the first floor. Because of this improvement in space, the OCS/RMO has been able to install work counters, a counter to service a reproduction machine, and supplies, and has a holding area for bulky materials on the way in and out. Conserv-A-File equipment has also been installed for storage. Otherwise, the OCS records program follows much the same scope as reported after the visit of 1967. Perhaps the high-point of the visit was the opportunity to discuss records management philosophy, and some of the records management procedures recommended by the undersigned during the survey of OCS in the Spring of 1967, with the Acting Executive Officer, [REDACTED]. The pros of having a full-time records officer versus a part-time Chief of Registry was expounded, as well as the mechanics of program administration. The question of cable retention was given some discussion without any formal resolution of new policy on the part of OCS. The problem of OCS in not having correspondence control, and having followed up on the designation of office of record for some records series was dusted off and moved around. Mr. [REDACTED] showed considerable interest and understanding of records management principles and methods, as well as an appreciation of the need for a well-oiled program. This apparently came from Mr. [REDACTED] military background.

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